

NFIP Enrollment Guidelines prepared by OWRB.

Follow these steps precisely to join the NFIP (for Oklahoma Communities.)

- 1. The local governing body establishes a five-member floodplain board, use resolution provided by OWRB. Resolution can be downloaded from the www.owrb.state.ok.us. Each member appointed shall serve on the board as delineated in Title 82, Section 1605.**
- 2. The local governing body certifies that the Oklahoma Open Meeting Act was complied in 1 above in all respects. OWRB provides the certification form.**
- 3. Floodplain Board established in 1 above, drafts a set of floodplain management regulations with assistance from OWRB.**
- 4. Regulations drafted in 3 above are sent to OWRB for review and approval.**
- 5. Once regulations are approved, floodplain board schedules a public hearing and publishes press release. Example press release can be obtained from OWRB. The hearing shall be held at a minimum of 30 days from time notice is published in local newspaper, Title 82, Section 1610.**
- 6. Floodplain board mails copy of public notice to OWRB as soon as it is published.**
- 7. Floodplain board posts meeting agenda in accordance with the Oklahoma Open Meeting Act, holds hearing & keeps minutes of meeting. The regulations drafted in 4 above can be adopted by Resolution at this hearing. Resolution is provided to FPB by OWRB and can be downloaded from the OWRB web site.**
- 8. Floodplain board designates by Resolution the individual that will serve as the official floodplain administrator. Resolution is provided by OWRB and can be downloaded from the web site.**
- 9. Floodplain Board signs certification page that public hearing was held in accordance with the Open Meeting Act.**
- 10. Regulations adopted by floodplain board in 6 above then goes to the city council, town board or board of county commissioners for approval. Regulations shall be approved by Resolution. Resolution is obtained from OWRB.**
- 11. Governing council, board or commission signs and certifies with form that Oklahoma Open Meeting Act was complied with. Form is provided by OWRB.**
- 12. Floodplain administrator completes the one page NFIP application form, FEMA Form 81-64.**
- 13. Entire application package as described above is provided to Gavin Brady, NFIP State Coordinator, OWRB, 3800 N. Classen Blvd, OKC, OK 73118.**
- 14. OWRB will review the package and if a program element is missing staff will work with you to correct it.**
- 15. Once enrollment package is complete & approved by OWRB, staff mails to FEMA, Region VI, in Denton, TX.**
- 16. FEMA requires about 6 weeks to review and process.**

December 23, 2005